

IVV 07-1 Revision: B Effective Date: September 26, 2005

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APPROVAL SIGNA	DATE	
Gregory Blaney (original signature on file)	Management System Representative	09/22/2005

REVISION HISTORY				
Rev. No.	Description of Change	Author	Effective Date	
Basic	Initial Release	Mike Powers	04/01/2004	
А	Updating to incorporate electronic process	Mike Powers	03/22/2005	
В	Updating section 6.2 and IEMP	Mike Powers	09/26/2005	

REFERENCE DOCUMENTS			
Document Number	Document Title		
IVV 07	Financial Data Control		
IVV 09-4	Project Management		
IVV 16	Control of Quality Records		
NPR 1441.1	NASA Records Retention Schedules		



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1.0 Purpose

The purpose of this work instruction (WI) is to establish a consistent and documented method for establishing, updating, and modifying project baselines at the NASA IV&V Facility.

2.0 Scope

This WI applies to establishing, updating, and modifying all project financial baselines and associated financial data at the NASA IV&V Facility.

3.0 Definitions and Acronyms

3.1 Associate of Operations

The Associate of Operations is a NASA IV&V Facility civil service employee assigned by Facility Management to assist the Director with managing the infrastructure activities of the NASA IV&V Facility.

3.2 Baseline Revision Form

The Baseline Revision Form is a document or web-based form used to establish or update a project's baseline and associated financial data.

3.3 Contracting Officer's Technical Representative (COTR)

The COTR is a NASA IV&V Facility civil service employee nominated by Facility Management and delegated by the Contracting Officer (CO). The COTR performs technical management of a contract in accordance with Federal Acquisition Regulations (FAR) and NASA FAR Supplement (NFS) guidelines.

3.4 Customer

A Customer is the purchaser, user, or recipient of a product or service provided by the NASA IV&V Facility. A Customer can be internal or external to the NASA IV&V Facility.



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3.5 Deputy Director

The Deputy Director is a NASA IV&V Facility civil service employee who assists the Director with the management of the NASA IV&V Program, and the leadership and operation of the NASA IV&V Facility.

3.6 Director

The Director is a NASA IV&V Facility civil service employee who manages the NASA IV&V Program, and leads the operations of the NASA IV&V Facility.

3.7 Director's Discretionary Fund (DDF)

DDF is monitored and distributed by the Director of the NASA IV&V Facility. DDF is used for, but not limited to, augmenting research, forward funding projects, and enhancing the NASA IV&V Facility's infrastructure.

3.8 Facility Management

Facility Management is a group of NASA IV&V Facility civil service employees who hold official management positions at the NASA IV&V Facility.

3.9 Mission Model

The Mission Model is a matrix identifying IV&V life cycle cost estimates for IV&V projects. The NASA IV&V Facility uses this model for planning purposes.

3.10 Operations and Management (O&M) Funding

O&M funding is monitored and distributed by the Associate of Operations. O&M funding supports, but is not limited to, all services provided by the West Virginia University Research Corporation (WVURC) (i.e., utilities, security, janitorial services, etc.).



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3.11 Procurement Request (PR)

A PR is a document that initiates the procurement of products or services.

3.12 Program Analyst (PA)

The PA is a NASA IV&V Facility civil service employee who performs program, project, and financial analyses. In the context of this WI, the PA is responsible for entering monthly 533M cost data into the Integrated Enterprise Management (IEM) system and into the NASA IV&V Facility Financial System. The PA is responsible for recording funding received and generating Procurement Requests (PRs) via the Integrated Enterprise Management Program (IEMP). The PA validates, analyzes, and/or reviews financial reports. The PA supports the Resource Manager (RM) on everyday Resource Management Office (RMO) activities.

3.13 Project

A project is any IV&V, systems/software engineering, research, or other task being performed by the NASA IV&V Facility for a Customer.

3.14 Project Manager (PM)

The PM is a NASA IV&V Facility civil service employee appointed by Facility Management who performs a project management function. In the context of this WI, the PM is responsible for the project's financial plan, including contract dollars, O&M funding, and DDF. The PM must verify monthly 533 data from the contractor. The PM is responsible for out-year financial projections (see IVV 9-4, Project Management).

3.15 Resource Management Office (RMO)

The RMO is composed of NASA IV&V Facility civil service employees who are responsible for financial management of the NASA IV&V Facility.



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3.16 Resource Manager (RM)

The RM is a NASA IV&V Facility civil service employee responsible for managing the NASA IV&V Facility's RMO. The RM is responsible for ensuring the overall integrity of the financial dollars for the NASA IV&V Facility. The RM will implement financial controls through various systems.

3.17 Resource Site Administrator (RSA)

The RSA is a NASA IV&V Facility civil service employee responsible for maintaining the RMO web site. The RSA will make updates and changes to the site as required.

3.18 West Virginia University Research Corporation (WVURC)

Baseline Revision

The WVURC is an organization associated with West Virginia University (WVU). WVURC owns the NASA IV&V Facility building and the property on which the building is located. WVURC provides O&M services for the NASA IV&V Facility.

3.19 Acronyms

BR

CTD	Cumulative To Date
COTR	Contracting Officer's Technical Representative
DDF	Director's Discretionary Fund
FAR	Federal Acquisition Regulations
FY	Fiscal Year
G&A	General and Administrative
IEM	Integrated Enterprise Management
IEMP	Integrated Enterprise Management Program
O&M	Operations and Management
PA	Program Analyst
PR	Procurement Request
PM	Project Manager
RM	Resource Manager
RMO	Resource Management Office
RSA	Resource Site Administrator



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WI Work Instruction

WVU West Virginia University

WVURC West Virginia University Research Corporation

4.0 Flow Chart

A flow chart is not applicable to this WI.

5.0 Responsibilities

Responsibilities are defined in Section 3.0, Definitions and Acronyms, and Section 6.0, Procedure, of this WI.

6.0 Procedure

6.1 Project Baseline Revision Form Process

The Baseline Revision Form can be accessed by clicking "RMO," under "Help and Support", on the NASA IV&V Facility Portal web site. Select "BR Form" under the "Forms" section to log in. Then, type in the user name and password to bring up the Baseline Revision Form. New users should click "New User" or "Request Account" on the "RMO" page to obtain access.

6.2 Project Baseline Establishment

The Project Manager (PM) shall submit an initial Baseline Revision Form for the project he or she will be managing. To get started, click "BR Form." Then, click "Submit a Baseline Revision." In the "Contract" menu, select the appropriate contract number. In the "Project" menu, select the appropriate project.

To add a new contract and/or project, click "Here" to add the contract and/or project. If a new contract or project is added, approval by the Resource Site Administrator (RSA) must be obtained before a Baseline Revision Form can be generated for the new contract or project. Upon approval, the initiator will receive an auto-generated email containing the approval or denial. If approved, the RMO system will add the contract number to the "Contract" menu and/or the project to the "Project" menu.



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The PM shall enter project financial plan data into the Baseline Revision Form. This data includes:

- Any DDF or O&M funding allocations
- Any other project funding (funding from another center) and tax percentage. The standard tax that should be applied is ten percent.
- Name of the , PM, and COTR
- Task Order Number
- Task Order or grant value
- Task Order End Date
- Monthly Cost Plan (should match the Mission Model for IV&V projects only – research and O&M/DDF efforts do not apply). The cost plan should only represent work to be performed in that fiscal year (FY). Do not add any unfilled order costs from a prior year to the current cost plan.
- Planned Out-Year Cost (should match the Mission Model for only IV&V Projects only)
- Comments (if necessary)

Once the PM completes the Baseline Revision Form, it can be processed by clicking "Submit." The Baseline Revision Form will be electronically sent to the COTR for approval. Next, the Baseline Revision Form will be sent to the RM. If required, the RM will allocate the Corporate General and Administrative (G&A), assign prior year carryover, and review the baseline data for correctness. Once the RM approves the baseline data, the Baseline Revision Form will be electronically sent to the Deputy Director for final approval or denial. After the Deputy Director approves or denies the Baseline Revision Form, the initiator and RMO staff will receive an electronic notification from the RMO site. The RMO staff will then enter data from the Baseline Revision Form into the NASA IV&V Facility Financial Spreadsheets.

The initiator can check the status of submitted Baseline Revision Forms by choosing "Your Account", then "Status of Your Requests," and "BR Forms."



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6.3 Revised Project Baseline Process

When a modification or update occurs to baseline or associated financial data, the PM shall submit a Baseline Revision Form. The revised baseline requires the same approval process as the initial project baseline. Any changes in project funding, such as receiving DDF or O&M funding, will require a Baseline Revision Form. When a modification or revision occurs, the Baseline Revision Form must be submitted no more than two weeks after the revision. A Baseline Revision Form must also be submitted after any DDF and/or O&M funding request has been approved.

6.4 Pull Back and Re-Submit, or Cancel the Baseline Revision In Process

The PM can cancel the progress of a Baseline Revision Form as long as the Deputy Director has not given approval or denial. To cancel a Baseline Revision Form, choose "Your Account" and then "Status of Your Requests." Click the Baseline Revision Form to be cancelled. Then click "Cancel This Request".

The PM can pull back and re-submit a Baseline Revision Form without losing all of the previously entered data. To pull back a Baseline Revision Form, choose "Your Account" and then "Status of Your Requests." Click the Baseline Revision Form to be pulled back. Then click, "Cancel This Request." Return to "Your Account" and click "Status of Your Requests." Click the Baseline Revision Form to re-submit. Update the information as required and then click, "Re-submit This Request."

6.5 Transfer of Funding from Projects and/or Task Orders

Funds can only be transferred between projects and/or task orders on the same contract. To transfer funds, a Baseline Revision Form must be submitted for all projects and task orders affected. The PM enters the dollar amount to "Transfer In" or "Transfer Out" in the "Transfer Funding" section of the Baseline Revision Form.

6.6 Methodology Used to Re-Baseline for Zero Variance

Whatever the current month, only the cumulative to date (CTD) cell from the prior month will be available for editing. Enter the FY CTD actual



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dollar amount from the 533 for the CTD prior month. After the FY CTD actual dollar amount is entered, enter the remaining months' cost plans. Editing cells before the prior month's CTD cell is not allowed. This limitation allows the RMO to preserve the original prior month's baseline.

7.0 Metrics

Metrics are not applicable to this WI.

8.0 Records

The following records are generated and filed in accordance with this WI and IVV 16, Control of Quality Records, and in reference to NPR 1441.1, NASA Records Retention Schedules.

Document Name and Identification Number	User Responsible for Record Retention	Retention Requirement	Location
Baseline Revision Form	RM	NPR 1441.1	RMO Web Site on Tools
1 OIIII			Lab Server